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## Suggestions Submitted by Forsyth Library Staff Members to Committee of the 1980s

Forsyth Library, Fort Hays Kansas State College

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March 1966

SUGGESTIONS SUBMITTED BY  
FORSYTH LIBRARY STAFF MEMBERS  
to  
COMMITTEE OF THE 1980s

PART I

College in General

1. Day rooms for male and female commuting students. These areas to have lockers, tables, chairs and toilet facilities so that students do not have to sit in their cars (as some do now), eating their lunches and throwing their trash onto the street.
2. A new parking lot between the Coliseum and old library for administrative use when old library is remodeled. The lot would be screened by ever-green shrubs and no administration parking would be on the street south of old library. Street parking would be for visitors and library users.
3. Each instructor should be made to take every sixth semester off at full pay and return to a university to take refresher courses. Very few persons on this campus are truly aware of the tremendous explosion of knowledge and the flood of print. Who among us has surveyed carefully all of the periodical literature published in his field during the past two years? Who has read at least six books in the past six months on his particular subject specialty? The present Sabbatical leave policy should be reviewed in light of the need for a well informed faculty.
4. Telephone hookup and wired chalkboard so that professors can lecture to distant classrooms and at the same time have his writing appear on the chalkboard in the distant classroom. World famous personalities could lecture to Fort Hays students without having to come to western Kansas. This is already in use elsewhere utilizing regular telephone lines.
5. The college should have an airplane or helicopter to cut down travel time spent by various officers and faculty going to and from meetings. The time now spent behind the steering wheel of a car could be devoted to planning and organizing and better knowing the various problems of the college. The present travel mode is a financial waste of brain power.
6. Each and every classroom should have complete audio-visual equipment, such as overhead projectors, movie projectors, slide projectors, tape recorders, plus sophisticated units now being developed. No more lugging equipment from one floor to another. No more begging a projector from another department. No more borrowing an operator from another building. This equipment would be serviced by a centralized audio-visual division, and since the classroom would be used continuously during the day, the servicing would be done at night. The materials used in the equipment



would be supplied by the centralized audio-visual division. Careful curriculum planning would be necessary because of the multiplicity of the materials available and because sophisticated students, having been exposed to this type of teaching in high school and at home, will be highly critical of mediocre instruction.

7. Classrooms with individual student carrels with various electronic teaching aids available, such as cartridge films and tapes, closed and open circuit TV with instant replay screen and separate answer screen, and push button controls so that screen or audio presentation may be frozen and student queried. Student will select answer which will appear on answer screen. His answer will be commented upon by the instructor and/or computer and recorded by computer so that his learning and retention rate may be analyzed. Presentation will then be continued until student or instructor desires to freeze lesson and query or review again. Grades would be permanently recorded by computer as instruction progresses and student advised as to where and what to study next. This type of instruction is now being tried in the middle Atlantic states and prognosis appears favorable.
8. Expanding the audio-visual service on campus.
9. Enlargement of usable campus area.
10. Reserved parking near their office for all faculty members; a parking lot for civil service personnel; parking lots for several thousand cars for students.
11. Housing, including some college supervised cooperative apartments for single women; the same for single men; apartments for one thousand married couples; temporary apartments for new faculty.
12. A modern science museum, to be supervised by science department. Transfer of the antiques section of the museum to the Old Fort Hays Museum.
13. A study, lounge and rest area for off-campus students - a kind of "day-home" where they can rest and be comfortable as well as study. An off-campus students organization.
14. Several new class room buildings.
15. A health services building, more nurses, and possibly an additional doctor.
16. A modern nurse education building, with some amphitheatre type class rooms.
17. A new art education building containing studios and a gallery.
18. The acquisition of a permanent art collection with provision for adding to it, in connection with the art education building, and under their supervision.



## PART II

### Forsyth Library

1. Computers will become smaller in size and less expensive, with each division having its own. The library will use data processing and computer to gather and interpret statistics such as: circulation figures, monthly expenditures, location of materials, readers' interests, probable demand for materials, etc. Standardized procedures will be followed so that all libraries in the United States can readily compare their services.
2. More and more materials will be microminiaturized and read from reading machines. Photocopies will be made from the reading machines for the student's personal file.
3. Finances will not permit the acquisition of everything, so high speed inter-library loans will be used. Requests will be sent by teletype and facsimile answers will be received within hours.
4. More study space outside of library. The new library will not contain enough seating for those wanting to use library resources let alone those who want to study their own textbooks. There should be certain classrooms open and with a graduate student in charge where students could go to study. These rooms could be subject areas so that the graduate student in charge could give tutorial instruction at the same time.
5. Extending library night hours until eleven o'clock or perhaps midnight.
6. Scheduling either a librarian or a civil service person for duty during all open hours, including Saturday and Sunday. This will require additional personnel.
7. Devoting more student help to the repair of books.
8. Reserve parking space for librarians near the library, especially for night hours.
9. Investigation of automation and gradual conversion to it where it seems desirable.
10. Less dependence on inadequately trained student help. Increase in full time civil service personnel, including several sub-professional. Several more professional staff members. ALL SERVICE AREAS SHOULD BE MANNED AT ALL TIMES BY PROFESSIONALS OR EXPERIENCED SUB-PROFESSIONALS.
11. Give a major in library science for teacher-librarians; provide laboratory training in school libraries for students in the program. This would be a part of their student teaching.



12. Complete separation between the library services staff and the library science teaching staff.
13. Teletype (or similar) service between the state school libraries.
14. A strong audio-visual department with its own budget, and in charge of a full time staff member with special training in audio-visual education.
15. Development of a modern school library (all grades) with a full time librarian in charge.
16. Transfer of the free textbook samples back to the education department, or provision of a full time person to weed, process, and keep these textbook exhibits up to date.
17. Microminiatures of research materials; microfilm newspapers and magazines.
18. Establish a public relations department for better understanding between faculty, students and library.
19. Require freshmen and transfer students to take a course in library use. This may be taught by faculty members in other departments who have first had such a course taught by the library science teaching staff.
20. A staff manual, covering basic procedures and rules in every department.
21. A manual for assistants.
22. Decision and recording of all policies; a definite spelling out of individual staff member responsibilities.
23. Special funds for replacing materials and filling gaps in the collection.
24. A large increase in funds for current books and periodicals.
25. Quit thinking of the library as a "small" library. Think positively.
26. Adjust librarians' salaries, where needed, to the same level as other faculty with the same years of experience, both before and after coming to Fort Hays.
27. Addition of a third floor, a finished basement, and possibly a wing on the west of the new building should be immediately placed on the agenda of improvements in the near future. This enlargement should include: sound proof, light-controlled AV rooms, AV storage and checkout room; several classrooms for the enlarged library science teaching program; offices for staff; more typing rooms, micro-reader rooms, listening rooms for records and tapes, in connection with the AV department. Provision of smoking areas. Quit thinking of Fort Hays as a small college. It is not. Think big and positively. Quit under-rating and belittling. How can we expect to be recognized as an important college, deserving larger funds, if we always have a defeatist attitude? Let's stop hanging our heads and start letting people know how good we are. Some faculty members act as though it is almost a disgrace to teach here instead of at one of the other state schools, and such attitudes are catching and dangerous.



28. The libraries of the 1980s will be automated because of the necessity caused by the literature explosion. Libraries will be able to more adequately serve, as there should be more control over the mass of material available on a particular topic. More audio-visual facilities will offer a greater variety of source materials for the reading and viewing public. Bibliographies on many subjects will be important keys to library materials.
29. Libraries will offer more take home services than they now do, and printouts of many kinds will be available for patrons. Indexes will perhaps become of a take home nature, produced at such a low cost that each patron might well have his own copy. In other words, machines will dominate the libraries of the 1980s. A variety of techniques will probably be employed in library operations of tomorrow: microforms, electric and automated.
30. What the library will be doing in 1980 depends largely upon the budget allotted to it. With the present rate of growth by the student body, we will soon need a budget twice the amount we now have to maintain our present services without adding. If we add more services, the amount of our budget will need to be about five-fold. Some areas to emphasize:
  - a. Teletype inter-library loan services.
  - b. Standing orders for University Presses' Books and important series.
  - c. Budget sufficient to purchase all well-reviewed books when they first appear.
  - d. Budget sufficient to build in research materials in the areas where advanced degrees are offered.
  - e. A required library orientation course for all students.
  - f. A large addition to the new building of 1966-67.
  - g. A separate collection of periodicals to be supervised by a serials librarian.
  - h. Subject specialists on our staff.
  - i. An extended bibliographical service. Use IBM to compile bibliographies. A "computerized" booklist each month to circulate to the faculty.
  - j. Coin operated Xerox machines for the use of students in copying "For Use In Library Only" materials.
  - k. Computer operation in technical services area and sufficient personnel to effectively build collection.
  - l. To include an order librarian, IBM operator, more civil service help to oversee student help and a bookkeeper to work with the order librarian.
  - m. An enlarged staff in the cataloging area to keep the card catalog in good order. I would suppose some areas here could be made more efficient with the use of IBM.
31. Library should have some self-instruction (teaching) machines for teaching use of the library, if some more formal arrangement for this purpose has not been instituted.
32. Library needs a print-out arrangement for microfilm materials.



33. Forsyth Library should be a part of a library hook-up by teletype or some other arrangement, perhaps going so far as being able to receive materials by photoduplication from other libraries.
34. Library will need carrels equipped to receive taped lectures, recordings, etc. from a central source on an individualized and selective basis, or perhaps closed-circuit TV.
35. Many of the technical processes of the library should be in an advanced state of automation.
36. Collection:
  - A. Core collection of perhaps 100-200 thousand volumes of items which are primarily of a pictorial nature and items containing symbols which would be technically infeasible and undesirable to store on and be reproduced by computers.
  - B. A collection as complete as the Library of Congress stored on computer tape and/or microfilm, instantly retrievable and usable through computer printout (on paper that is similar to cheap newsprint, etc.) or photographed by a super-sophisticated reproduction process - either method of which will be economical enough to be used by the user without cost.
37. Acquisitions:
  - A. Selection of materials consummate with the above limitations as to type.
  - B. Purchasing of most material will consist of buying micro-processed or memory tapes containing new material.
  - C. Discontinuance of standing orders for serials, periodicals, etc., as this type of material lends itself readily to machine storage.
  - D. Mechanized record-keeping which will allow instant retrieval of status of each order.
38. Cataloging:
  - A. Little if any original cataloging will be done at the local level, as central cataloging and indexing should be sophisticated enough to make this duplication by thousands of libraries quite unnecessary.
39. Indexing and Retrieval:
  - A. This will be the most difficult process to make conjectures about, as much will depend upon the emergence of a uniform computer language, a sophisticated memory and cross-indexing unit. J. C. Licklider, in his book, Libraries of the Future, discusses this problem at length.
  - B. In any case, one can foresee, within this period of fourteen years, a disappearance of the traditional card catalog - even the demise of the experimental computer-produced book catalog and other book and periodical indexing services.



40. Circulation:

- A. Most resources, including AV material, will be usable outside of the library proper, as most users will have their own viewing and/or listening units.

41. Staff:

- A. Retraining of staff will be necessary; i.e., learning to manipulate machine retrieval, programming, etc.
- B. Will be more public service areas, more of a formal teaching load, concentration of acquainting users with operation of AV machines and other library facilities.
- C. Staff members will be engaged extensively in literature searching for fellow faculty members, in order that research efforts avoid duplication, etc.

42. It is inevitable that automation and its assorted relatives will need to find a home in our surroundings in the not-so-distant future. We should be planning for LDX to supplant a majority of our inter-library loans. A constant, direct communication system between closely knit colleges should be initiated or perhaps among all of the state colleges and universities. More space will have to be allotted to microfilm and reader-printers. The library school will need to offer courses in computer training, data-processing, etc. Cataloging and classification will be buried in antiquity. All this work will be done for us when the materials are purchased.

43. It is difficult to offer suggestions for a library of 1980 since one cannot possibly be aware of the many possible innovations by that time. Actually the things I am listing should be available much before 1980; many at the present time.

- a. At least four classrooms, two for regular library science classes, the other two for classes in other departments which wish special library instruction.
- b. Numerous filmstrips and films related to the local situation to be used in giving instruction in the use of the library.
- c. A building at least three times the size of the new one now going up.
- d. Professional library staff twice its present size.
- e. Two semi-professional or at least civil service employees for each professional librarian.
- f. Library budget at least four times the present.
- g. A great deal more microfilm than we now have.
- h. Automated devices for charging books and detecting those persons leaving with books without charging them.
- i. Much longer library hours.
- j. More publication by this college.
- k. Twelve months salaries with at least three months per year involved in further schooling, research, etc., rather than regular work.